

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Parking Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the daily operation of city-owned parking lots and garages. Oversees the supervisors of the division and other personnel of the parking department. Provides administrative, budgetary, and staffing leadership and support. Negotiates and coordinate arrangements with merchants, public safety and transportation groups. Functions as safety officer.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Administers the operational facet of the division by ensuring staff preparedness for opening and closing, collecting revenue, resolving problems, assisting the parking administer, receiving and disseminating information and instructions, reviewing reports, preparing reports, overseeing money, safety and public relation issues.
2	S	Provides supervision by evaluating, developing, and disciplining employees, providing coaching, overseeing interview process, orientation and quality control of existing staff, and overseeing written employee commendations.
3	S	Participates in special event planning requiring parking needs by attending meetings for the Parking Administrator.
4	S	Responds to customer complaints by addressing issues without compromising policies and guidelines.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three years experience as a supervisor in cash collection or record keeping.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read contracts, reports, letters, memorandum, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, memorandum, and general correspondence.
Managerial	Managerial responsibilities include ensuring facilities are properly staffed, providing information on special projects, and assisting in the planning of various events.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Supervision, customer service, observations, inspections
Sitting	O	Computer, desk work, meetings, presentations, answering telephone, interviewing
Walking	O	Inter-office, facility
Lifting	O	Signs, cones, barricades, ticket boxes, reports, boxes, bumper logs, string or tape, office supplies
Carrying	O	Signs, cones, barricades, ticket boxes, reports, boxes, string or tape, office supplies
Pushing/Pulling	R	Boxes, bumper logs, string or tape
Reaching	R	Office supplies
Handling	O	Signs, cones, barricades, ticket boxes, reports, boxes, bumper logs, string or tape, office supplies, cash
Fine Dexterity	N	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Retrieval of fallen signs, barricades, cones
Twisting	N	
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, writing, making change, supervision, observations, inspections, interviewing
Hearing	C	Telephone, co-workers, parking director, parking administrator, supervisors, vendors, general public, meetings, presentations
Talking	F	Telephone, co-workers, parking director, parking administrator, supervisors, vendors, general public
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, hand held radio, Standard Microsoft Windows and Office software, SCAN Nt for Parking and Ground Transportation System software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	D
Electrical Hazards	N	Noise and Vibration	D
Fire Hazards	N	Fumes and Odors	D
Explosives	N	Wetness/Humidity	W
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)